

Trent University Foodservice

GREEN MUGS RENTAL AGREEMENT

Please fill in the below TCSA information

Student Name:

Student Number:

Catertrax Information Required

Event Contact Name:

Contact Phone:

Event Name:

Contact Email:

Rental Pick Up Date:

Rental Pick Up Time:

Guest Count:

RENTAL TERMS AND CONDITIONS

** Please submit forms to the TCSA Office 1 Week Prior to the Event**

RENTAL TERMS AND CONDITIONS

- 1. All Green Mug Rentals must be entered into Catertrax by the TCSA prior to the event to confirm availability. https://trent-cgc.catertrax.com
2. The RENTER shall keep and maintain the rented mugs during the terms of the rental agreement at his/her own cost and expense. He/she shall keep all the mugs in a good condition, normal wear and tear expected.
3. The RENTER shall pay the TCSA full compensation for all replacement items that are damaged or lost.
4. For 1 to 3 trays of mugs (20 to 60 mugs) a payment of \$15, plus HST, is required. For 4 to 6 trays of mugs (80 to 120 mugs) a payment of \$25, plus HST, is required.
5. Rentals are to be picked up and delivered back to the Lady Eaton Kitchen no later than 24 hours after the event. Late charges shall apply after due date.

Table with 5 columns: Item, Par Level, Replacement Cost, Check Out, Check in. Rows include Coffee Mugs, Dish Rack, and Cart.

RENTER Signature

Date